

PARSONS

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May 2, 2005

Mr. David Collier
Wastewater Superintendent
Village of Laurelville
18751 Main Street
Laurelville, OH 43135

Re: Completed Interim USEPA Inspection Review Form

Dear Mr. Collier:

Please find enclosed one (1) copy of the completed USEPA inspection review form for the following project:

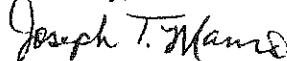
- Rehabilitation of Public Sanitary Sewage Collection and Treatment System

Mr. Mike Durkalec of the Parsons Cleveland office completed the inspection form based on information obtained during his site visit on March 9, 2005.

As noted in the report under Section 13 (*Overall Summary and Recommendations*), it is recommended, if you have not already done so, that you contact Ms. Steffanie Crossland, USEPA Region 5 Special Appropriation Manager, at 312-353-4779 to resolve the listed issues, especially the resolution of local funding and time extension request to the schedule for completing the project.

Thank you for all your time and effort in preparing project records and arranging access to the site during Mr. Durkalec's site visit.

Sincerely,



Joseph T. Mauro, PE
Project Manager

PAWTC-STUDIES/SEPA CONTRACT/14 EVAL OF CONSTRUCTION PROJECTIONS YEAR 4 74424540/COMMUNICATIONS/HQ/LAURELVILLE/LAURELVILLE_OH_5_2_05.DOC

Enclosures

cc: Leonard B. Fitch, USEPA HQ (with attachments)
William Yates, USEPA Cincinnati
Karen Vanzego, USEPA, HQ (with attachments)
Steffanie Crossland, USEPA Region 5 (with attachments)
File 74424540





X Interim 3/9/05 (Date)
 Final (Date)

Project Inspection Review

For EPA Special Projects Authorized by FY 2001 Appropriations and Later

The project inspection is intended to ensure that the project as-built complies with the original project objectives and detail. It is intended to serve as a tracking metric to assist the EPA inspector in the field with construction inspection. While it is beneficial to see a successful project take shape, the field is the location where problems and their results can be first identified. The more thorough an understanding of the management of the project, the more likely it is to find problems before they occur. Take your time and do not rush through the form, the more thorough the detail, the more likely it will save time and resources later on.

1. **General Project Information:** Provide general project information consistent with information associated with grant approval package.

a. Project Name:

Rehabilitation of Public Sanitary Sewage Collection and Treatment Systems

b. Project Description (1 - 2 line brief description):

Rehabilitation of treatment works, collection system, filtration, electrical, plumbing, buildings, maintenance equipment, and other process upgrades.

c. Project Number (Can be Owner and/or State and/or Fed number):

XP-97579701-0

d. Project Owner (Name of Municipality or Utility including State):

Village of Laurelville

e. Financial Administration (Name of Primary Contact and Location):

Melissa Haddox, Clerk-Treasurer

Village of Laurelville, 18751 Main St., Laurelville, OH 43135

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____ Final _____ (Date)

2. **Day of Inspection Personnel Information:** List personnel attending inspection, including firm represented and service provided for project.

a. EPA Inspector (*Including Firm Name*):

Michael Durkalec, Parsons

b. Representatives on site

Name	Title	Representing	Phone Number
Warren S. White	Consultant	Village of Laurelville	(740) 808-6453
David Collier	Wastewater Superintendent	Village of Laurelville	(740) 332-9101

c. Sites Inspected

Village of Laurelville Water Treatment Facility

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3. Contact Information: Provide full contact information of primary contact personnel and identify service provided for project.

a.	Name (E-Mail Address)	Firm	Phone Number	Service Providing	Subcontract to Whom
Owner:	John Conrad, Mayor	Village of Laurelville	(740) 332-4481		
EPA Inspector:	Michael Duraklec mike.durkalec@ parsons.com	Parsons	(216) 701-7634	Grant Review	USEPA
Owner Inspector:	Chuck Taylor	Water Specialists, Inc.	(740) 474-1468	Owner Inspector	Village of Laurelville
A/E:	Warren White wsw@profwhite.com	Village of Laurelville	(740) 808-6453	Engineering Consultant	Village of Laurelville
Other Consultants: (List as appropriate)					
Contractor: (List as appropriate)	John Hinde jhinde@ airdiffusion.com	Hinde Engineering (Chicago)	(847) 782-0044	Lagoon Rehab	Village of Laurelville
Contractor:	Brad Jones	BJS Electric, Inc.	(740) 332-2202	Electrical work	Village of Laurelville
Contractor:	Dennis Shanklin	Environmental Fabrics Inc.	(803) 551-5700	Lagoon baffle installation	Village of Laurelville
Contractor:	Contact name N/A	All-Do Welding and Fabrication, Inc.	(740) 477-2133	Lift Station Welding	Village of Laurelville
Contractor:	John Norton	Norton Excavating	(740) 332-4325	Excavation	Village of Laurelville
Contractor:	Mac (last name N/A)	C&O Electric Motor Service	(614) 252-4174	Lift station motor installation	Village of Laurelville
Contractor:	Contact name N/A	Bob McDoran Chevrolet	(614) 837-3421	Vehicle purchase	Village of Laurelville

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4. **Project Financial Administration Information:** Provide overall financial information including breakdown of funding sources, revisions that reflect approved change orders, and status of actual construction.

a. Contract Amount

Contractor	Previous Contract Amount Total	Changes to Contract Amount Since Last Evaluation	Current Contract Amount Total
Construction			\$693,148
A/E Services			
Other			
Total			\$693,148

b. Funds Allocated

Agency	Previous Funds Allocated	Changes to Funds Allocated Since Last Inspection	Current Funds Allocated
U.S. EPA			\$376,000
State Revolved Funds			
Owner			\$317,148
Total			\$693,148

- c. Describe Any Associated Land and/or Pre-Award Cost None
- d. Notice to Proceed Date May 24, 2002
- e. Estimated Substantial Completion Date December 31, 2005
- f. Estimated Final Contract Completion Date December 31, 2006
- g. Actual Construction Completion 82% thru March 1, 2005
- h. U.S. EPA Grant Project Period 12/01/2000 – 12/31/2005
(Note: the Grantee is seeking a project extension until 12/31/06)

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i. Procurement of A/E Services:

1. Are A/E services being reimbursed with STAG grant funds? No
2. Were services competitively procured? N/A
3. RFP/advertisement available for review? N/A
4. Selection/evaluation process criteria available for review? N/A
5. Documentation of approval (i.e. Board resolution, meeting minutes) available for review? N/A
6. If No or N/A, Provide Explanation:

4i. A/E services are not being reimbursed with STAG grant funds

j. Procurement of Construction Services:

1. Are Construction services being reimbursed with STAG grant funds? Yes
2. Were services competitively procured? Yes
3. Notice to Bidders/advertisement available for review? Yes
4. Selection/evaluation process criteria available for review? Yes
5. Documentation of approval (i.e. Board resolution, meeting minutes) available for review? Yes
6. If No or N/A, Provide Explanation:

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5. **Accounting:** Confirm grantee tracking of funds relative to actual project status.

a. Location of Contract Financial Documents:

Clerk's Office, Village of Laurelville, 18751 Main St., Laurelville, OH 43135

b. Contract Document Manager:

John Conrad, Mayor (740) 332-4481

(Provide name of primary contact, phone number, and e-mail address)

c. Construction Account separates ineligible items (if applicable) and list engineering costs, administrative costs, legal costs, and actual construction costs by contract.

Yes

d. Contractor Paid Invoices or Application for Payment available?

Yes

e. Contractor's Application for Payment identify:

Work in place and/or Services provided?

Yes

1. Payment Amount?

Yes

2. Percent Complete?

Yes

3. Materials on site?

Yes

4. Change orders?

Yes

5. Verified by A/E?

Yes

f. Payments to contractor documented and made in 60 days or less?

Yes

g. A/E Application for Payment identify:

1. Payment Amount?

Yes

2. Application Identify Percent Completed?

Yes

3. A/E Application for Payment identify services provided or are based on percent of a lump sum contract?

Yes

h. Payments to A/E documented and made in 60 days or less?

Yes

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- i. Force Account (Time & Material) work is properly documented, including time cards, work description, materials and equipment purchased, and equipment usage?

N/A

- j. If No to any of the previous, actions taken to correct and by whom:

- k. If N/A, Provide Explanation:

5i. Force account labor was not utilized on this project.

6. **Disbursement:** Provide most recent information on funds received and disbursed by grantee.

- a. Most Recent Disbursement

	Total of Submitted Invoices (Including Retainage)	Current Amount Retained (Dollars & Percentage)	Payments to Date	Outstanding Invoice Amount	Most Recent Paid Invoice Amount	Invoice Date	Date Paid by Owner
Contractor	\$563,174	\$0	\$563,174	\$0	\$49,847.12	11/17/04	11/18/04
A/E							
Other							
Total	\$563,174	\$0	\$563,174	\$0			

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b. Most Recent Financial Assistance Request

\$49,849.12 Most Recent Invoice(s) (\$)

\$563,174 Total Invoiced (Less Retainage)

 6 Number of Invoices linked with Request

	Total Amount Requested to Date	Funding Received to Date	Percentage of Total Amount Invoiced ¹	Most Recent Funding Amount Requested	Funding Percentage of Most Recent Invoice	Date Most Recent Funding Requested	Date of Receipt for Most Recent Funding Requested
EPA Grant	\$305,491	\$305,491	54.25%	\$27,043.15	54.25%	N/A	N/A
SRF							
Other							
Owner	\$257,683	\$257,683	45.75%	\$22,805.97	45.75%	N/A	N/A
Grand Total	\$563,174	\$563,174	100%	\$49,849.12	\$100		

¹ Invoiced = Less Retainage

- c. Disbursements requested adequately documented and consistent (within 10%) with work completed and/or material delivered and properly stored?

Yes

- d. If No, actions to be taken to correct and by whom: _____

7. **Change Order Information:** Provide overall impacts (financial and construction time) for approved change orders processed since last inspection.

- a. Number of Change Orders Approved by A/E: 0

- b. Impacts on Contract Amount (and scope in **bold**):
None

- c. Impacts on Construction Schedule:
None

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8. Site Documentation

- | | | |
|------|---|-----|
| a. | Signed/Sealed plans and specifications on-site? | Yes |
| b. | Approved Plans and Specifications being used in field? | Yes |
| c. | Contractor progress schedule posted? | Yes |
| d. | A/E Approved Shop drawings available on site? | Yes |
| e. | Are Wage Rates Posted in accordance with Equal Employment Opportunity (EEO) guidelines? | Yes |
| f. | Are Safety Notices Posted in accordance with Occupational Safety and Health Administration (OSHA) guidelines? | Yes |
| g. | Permits available and/or posted? | Yes |
| h. | Do the daily/weekly inspection reports include: | |
| i. | Description of work activities? | Yes |
| ii. | Equipment Log? | Yes |
| iii. | Labor Schedule? | Yes |
| iv. | Labor Utilized? | Yes |
| v. | Weather and site conditions? | Yes |
| i. | In general, are the on-site Engineers Reports complete and acceptable? | Yes |
| j. | Daily Reports? | Yes |
| k. | Weekly Report? | Yes |

l. If No, actions to be taken to correct and by whom:

m. If N/A, Provide Explanation:

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9. **Field Work Performance:** Provide brief overall evaluation of personnel and site conditions.

- a. Construction appear to be in accordance with the plans, specifications, and change orders? Yes
- b. Proper equipment on site and utilized? Yes
- c. Compliance with field safety? Yes
- d. If No, actions to be taken to correct and by whom: _____
- e. If N/A, Provide Explanation: _____

f. **Personnel Performance Evaluation:**

	Exceptional	Satisfactory	Unsatisfactory
Contractor Labor	X		
Consulting Engineer			
Force Account Labor			
Other Consultants			

- g. If unsatisfactory, actions taken to correct and by whom: _____
- h. **Summary and Recommendation:**
Contractor has performed at an "exceptional" rating per the Grantee, so I would recommend continuing to proceed in a similar fashion.

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10. Administrative Documentation: Confirm that all parties to this project are properly documenting progress of work and maintaining all reports, etc as required.

- | | | |
|----|--|-----|
| a. | Tracking of material received and consumed? | Yes |
| b. | Construction proceeding according to schedule? | Yes |
| c. | Tracking of equipment received and installed? | Yes |
| d. | Tracking of contractors schedule of operations? | Yes |
| e. | Plans tracking as-built available? | Yes |
| f. | Plans tracking as-built within one month? | Yes |
| g. | Tracking response to non-conformance? | Yes |
| h. | Shop drawing register established and maintained for current status of construction? | Yes |
| i. | Request for information (RFI) register maintained? | Yes |
| j. | Response to RFI current within 15 days? | Yes |
| k. | Certified Payrolls Submitted? | Yes |
| l. | MBE/WBE Quarterly Reports? | Yes |

m. If N/A, Provide Explanation:

n. Certified Operators Hired by 50% Completion? Yes

o. If yes, provide name and certification details:

p. If N/A, Provide Explanation:

q. Are Operation and Maintenance (O&M) Manuals submitted and approved by 90% Completion? Yes

r. If No, briefly describe actions taken to obtain all manuals:

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11. Material Control: Confirm documentation of material delivered, stored and incorporated in project.

- | | | |
|----|---|-----|
| a. | If appropriate, has a certificate of compliance for materials called for in specifications been issued? | Yes |
| b. | Log of Material received and stored on site? | Yes |
| c. | Materials properly stored and protected in accordance with specifications? | Yes |
| d. | Log available for on-site testing performed and current within 10 days? | Yes |
| e. | Log tracking conformance/nonconformance available and current within 10 days? | Yes |
| f. | Log tracking actions for nonconformance? | Yes |

g. If No to any of the above, actions taken to correct and by whom:

h. If N/A, Provide Explanation:

i. Summary and recommendation:

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12. Final Inspection: If a final inspection has been performed, provide general information on level of effort necessary to complete the project.

a. Date of Final Inspection:

Project not yet complete, final inspection not applicable at this time

b. Number of items on Final Inspection Punch List: N/A

c. Number of outstanding items on Final Inspecting Punch List: N/A

d. Are outstanding items being addressed? If no, provide explanation.

N/A

e. Number of Items on Punch List that significantly impact the material operation of the facility:

N/A

f. Number of outstanding "significant" items: N/A

g. Are outstanding significant items being addressed? If no provide explanation.

N/A

h. Documentation of Compliance

Yes

i. If Yes, provide a brief summary of compliance documentation.

For example, if it is a wastewater treatment plant, provide a copy of the permit and most recent DMR report.

Copy of plant permit is included

j. If No or N/A, provide an explanation.

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13. Overall Summary and Recommendations: Provide overall impression of project including recommendation for follow-up activities.

a. Spot on-site surveillance:

Project construction and administrative documentation appear in accordance with the Grant Agreement.

b. If there are deficiencies, what needs to be corrected and what is the impact on the construction schedule:

There are a few items of note, as follows: (1) The Village of Laurelville is currently in a restricted financial situation, and availability of future funding is being addressed. The original Grant Agreement project period had already been extended to 12/31/05, but the Grantee is currently seeking an additional extension until 12/31/06. (2) The Village of Laurelville is planning to continue talks with the City of Delphi to discuss the possibility of cost sharing on this project, since both cities will be serviced by and will benefit from the WWTP improvements and (3) The Village of Laurelville will need to address the requirements for an OEPA PTI for the U.V. disinfection system to be installed.

c. Any items of note to be ready for the next site visit:

The next review should follow-up to assure that the remaining portion of the project is completed in accordance with the Grant Agreement, and also follow-up on items from 13b.

d. Any other recommendations or comments:

None identified.

e. Are there any related issues outside of the project that may impact this project, e.g. another related project with a significant delay?

Possibly...see 13b (1)

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14. Site Photographs

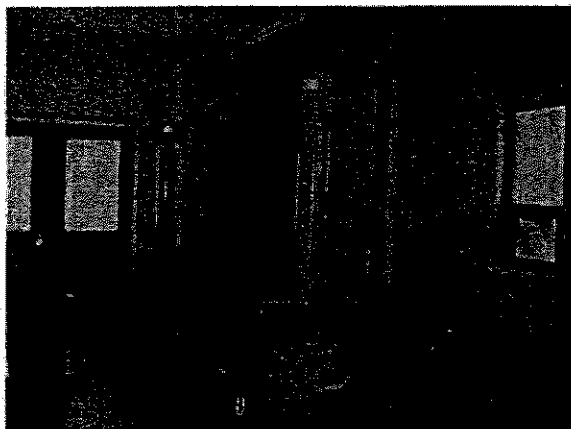


Figure 1. Lagoon aeration blowers.

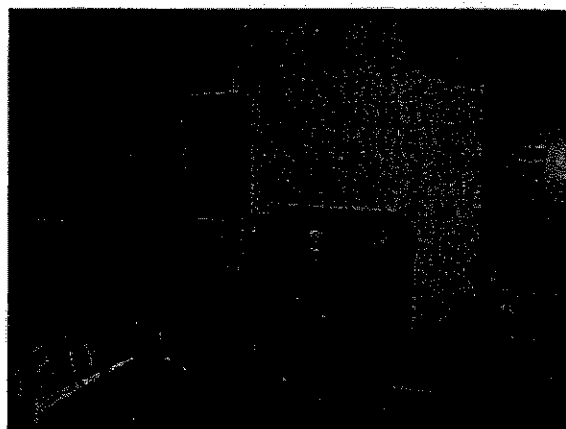


Figure 2. Ventilation fan in blower room.

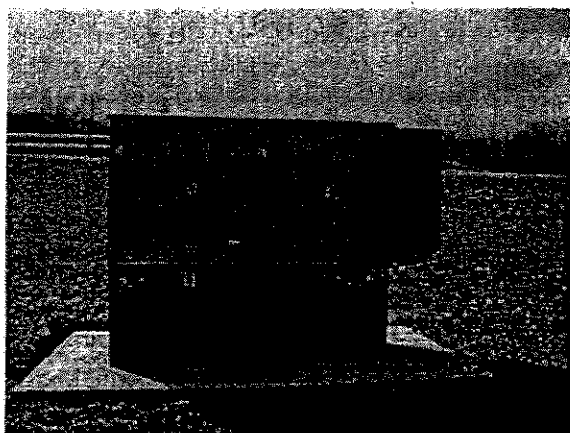


Figure 3. Emergency generator.

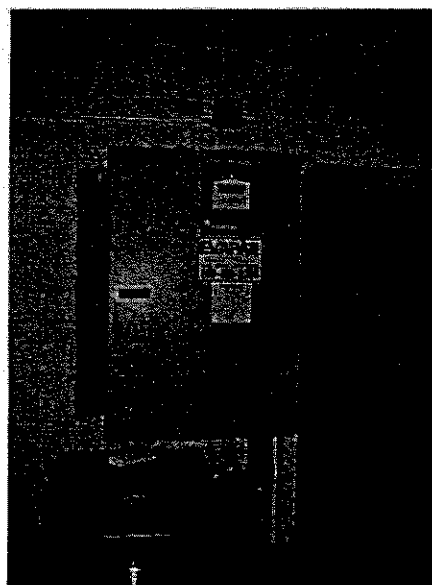


Figure 4. Controls for the emergency generator.

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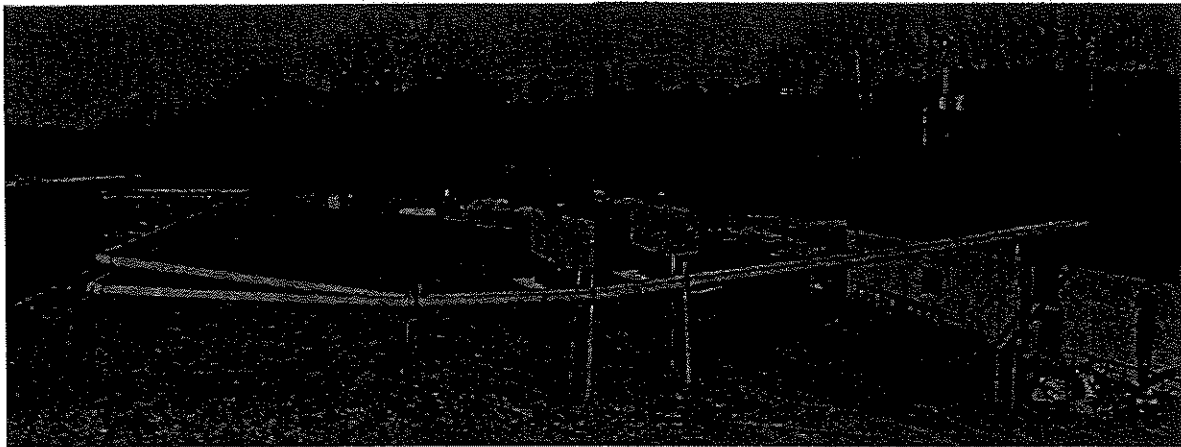
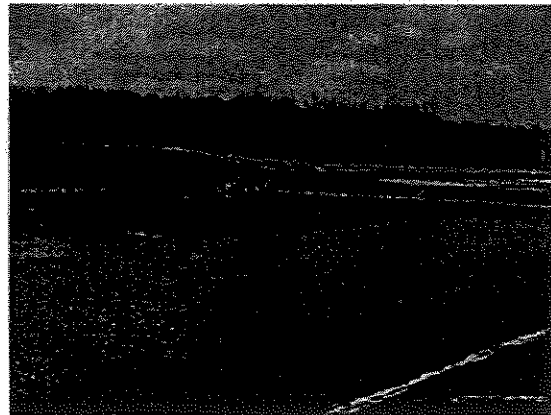
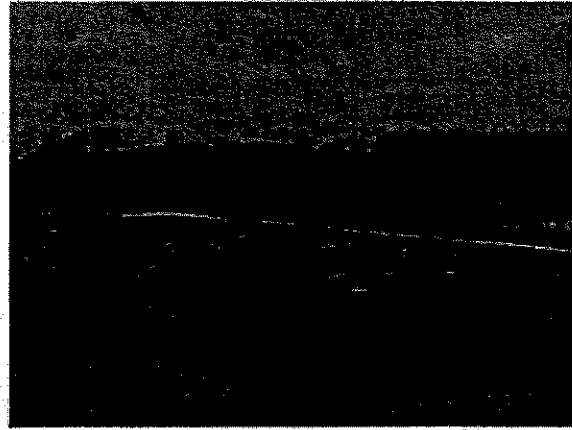
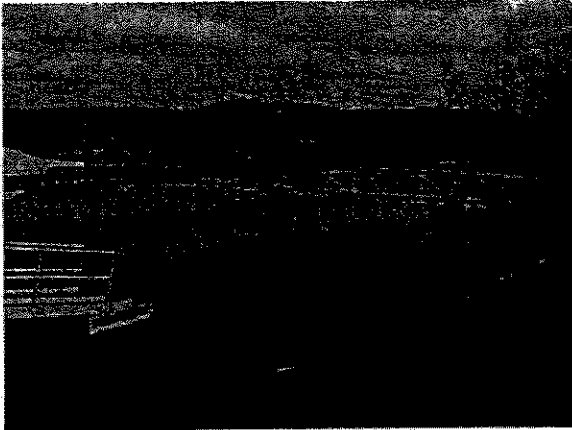


Figure 5. Aeration lines



Figures 6 and 7. Aeration lagoons (total of four)

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Figures 8 and 9. Aeration lagoons (total of four)



Figure 10. Dosing tank controls



Figure 11. New flowmeter and V-weir

X Interim 3/9/05 (Date)
 Final (Date)

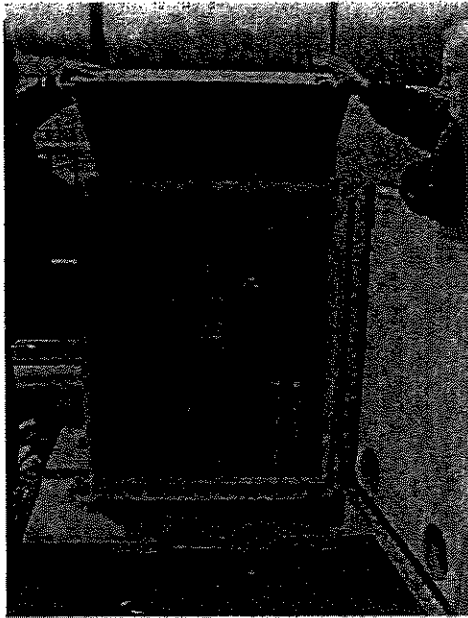


Figure 12. Bio-augmentation system for nitrogen and ammonia

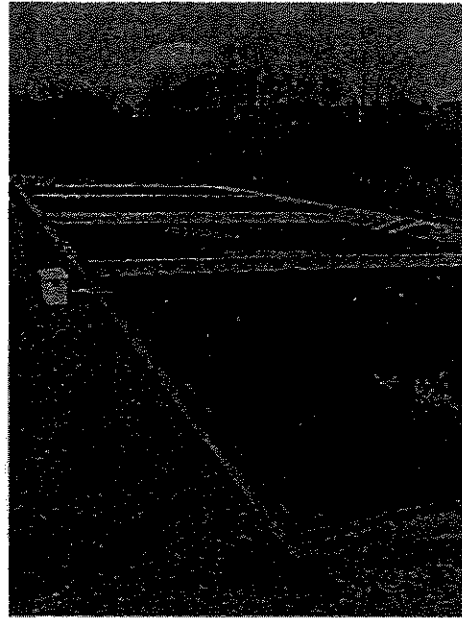


Figure 13. Rehab sand filters/media filters (total of two each)

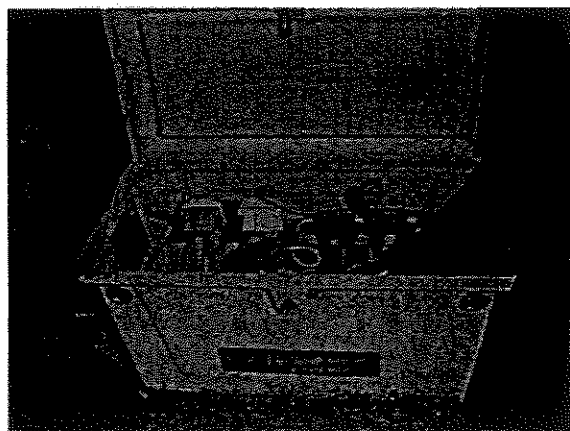


Figure 14. Media filter aeration pump and controls (one of two units)

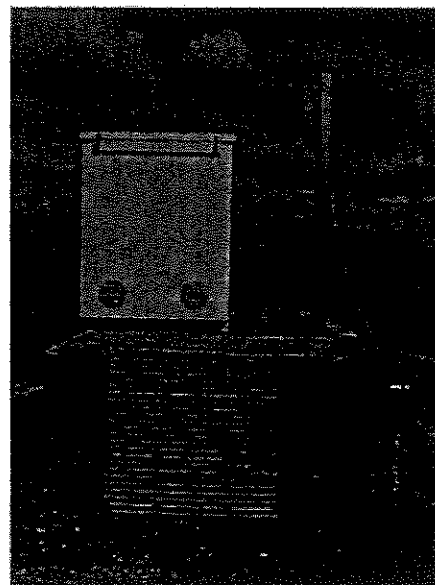


Figure 15. Bio-augmentation system for organic matter

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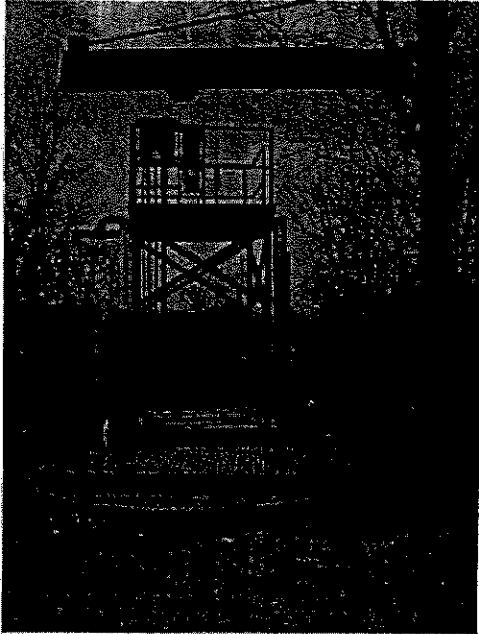


Figure 16. Lift station for WWTP

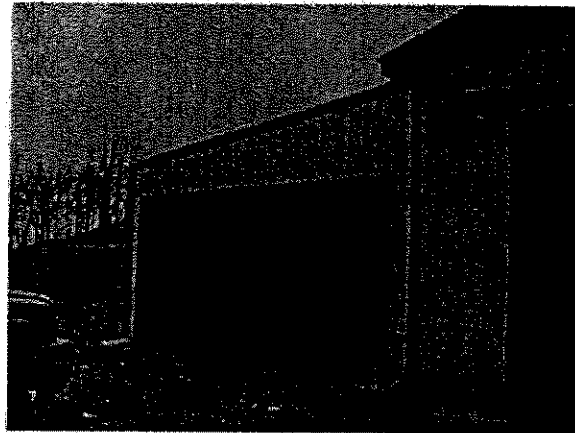


Figure 17. New addition to garage